

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110015-9

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OF-084	
1. TITLE OF REPORT (if a fill-in report include Form No.) Report on the Distribution of Assets Resulting from						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL	
						<input type="checkbox"/> NARRATIVE	
						<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED 7		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc.) Memo & Schedules		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO.			Request from D/PPB		
		NO <input checked="" type="checkbox"/>					
10. PREPARING COMPONENT (include lowest level contributing information to report) PSAD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-14	\$ 10.70		30		\$321.00		1
GS-15	12.47		3		37.41		1
GS-05	3.57		5		17.85		1
					\$376.26		\$376.26
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$ 376.26	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Requested first in FY 68 by Dir/PPS. It was particularly useful during the							
some of which involved large sums.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						DOLLARS	
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION
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